

School Campus Lighting Control Retrofit Checklist

Project Information

School Name	
Project Manager	
Date	
Location/Area	

Pre-Retrofit Assessment

- Conduct site walkthrough
- Identify existing lighting types/fixtures
- Document current control systems
- Note lighting operation schedules
- Identify areas for improvement/upgrade
- Review local regulations & codes

Recommended Control Features

- Occupancy/Vacancy sensors
- Daylight harvesting controls
- Time scheduling/astronomical clock
- Manual ON/OFF overrides
- Integration with existing BMS (if any)

Retrofit Preparation

- Procure all required lighting controls
- Prepare installation plan per zone/area
- Notify school staff and schedule work
- Ensure safety procedures in place

Installation

- Remove/replace old controls and switches
- Install new lighting controls by qualified personnel
- Label control devices/zones clearly
- Test functionality of each upgrade

Post-Installation

- Verify controls operate as specified
- Demonstrate controls to school staff
- Provide operational guides
- Ensure all documentation is complete
- Schedule follow-up/maintenance checks

Sign-Off

Installer Signature		Date	
School Representative		Date	